



Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030 · tel. 516-869-6311 · fax 516-869-7662

Roofing - Required Permit Documentation

- Fully filled out and notarized Residential Building Permit Application packet (zoning analysis sheet not required).
- Copy of a site plan or survey, highlighted to indicate the location of roofing.
- Copy of roofing contract or letter from home owner listing materials used and detailing specific installation of the items listed below which include, but are not limited to:
 - Shingles or other roofing material.
 - Underlayment.
 - Ice Shield.
 - Flashing.
 - If sheathing replacement is needed, description must state the thickness of the sheathing.
 - **If there shall be any change to the roofing which would increase the weight, we require a letter by a NYS licensed architect or engineer certifying the roof rafters can support the additional weight. Examples include;**
 - The existing roof is wood shake and furring strips that are to be removed and replaced with plywood.
 - The existing roof is a shingle style to be replaced with clay tile or slate roofing.
 - State if the roofing shall be a direct replacement or if the existing roofing installation shall remain and be covered by the new roofing. **NOTE: NYS Building Code prohibits covering existing roofing when the existing roofing is wood shake, wood shingle, slate, clay, cement, or asbestos-cement roofing; or when there are already two layers of any type of existing roofing; or if the existing roofing is water soaked or significantly deteriorated.**
- Photocopies of the contractors:
 - Nassau county Home Improvement License
 - Liability Insurance
 - NYS Disability Insurance
 - Workers Compensation Insurance

NOTE: All insurances must be on separate state approved Insurance forms (as noted on the **Insurance and License** instruction sheet attached to this application.